



## INSTRUCTIONS

Make all entries legible and complete. Use as much space as may be necessary to enter all the required information. Avoid the use of non-standard abbreviations.

- BLOCK
- 1: Enter the local control number. It is suggested that a local control number that reflects the classification year and a sequential number be used. EXAMPLE: S7609. This number may also be used as the serial number of locally produced material thus eliminating the need for a serial number log.
  - 2: On incoming material completely identify the command, unit, facility, ship etc. from which the material was received.
  - 3: Enter the date of receipt for incoming material and the date originated on locally generated material.
  - 4: Enter the date of the document.
  - 5: Enter the downgrading and declassification schedule assigned to the document. Use:
    - GDS - for material assigned to the general declassification schedule.
    - XGDS - for material exempted from the general declassification schedule.
    - ADS - for material assigned an advanced declassification schedule.
    - XCL - for material produced prior to 1 June 72 and assigned group 1, 2, 3, or contains no downgrading or declassification instructions.
  - 6: Enter the year downgrading or declassification action is to occur.
  - 7: Completely identify the material by unclassified title or subject and originator. DO NOT USE CLASSIFIED TITLES.
  - 8: Identify the location of the document in such a manner as to permit prompt retrieval, e.g. office symbol, room number, safe number, file number and etc. The recipient's signature may be obtained in this block if he is to be the permanent custodian.
  - 9: Indicate the final disposition. If the document is destroyed indicate method used, authority (if required) and obtain signatures of the witnessing officials. No other destruction certificate is required. If transmitted outside the facility for retention indicate transmission mode, e.g. registered mail registry number, courier (name, rank, serial number) and etc.
  - 10: Enter the date of the final disposition.